



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 08-19-2003**

**Robbins Library Board of Trustees**  
Aug. 19, 2003

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the June 19<sup>th</sup> meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Muldoon. Passed.

### Communications

Ms. Loud received a response to her correspondence with a lawyer regarding the estate of Cathleen Case. Ms. Loud brought to the attention of the board an article about Internet Filtering that appeared in the August 17<sup>th</sup> issue of the Boston Globe in the Northwest Weekly section. Minuteman Library Network will decline e-rate funding from the federal government since it will not require libraries to install filters on all of their public computers. It has not been decided how this will effect an individual library's eligibility for LSTA grant funds.

### Director's Reports

The June and July director's reports were distributed and discussed. The town's Diversity Task Force has designated October as Diversity Month. Ms. Loud is part of a committee promoting the "community read." The selected title is **Seedfolks** by Paul Fleischman. Various events will be held including a diversity forum, speaker and small group discussions of the book. A booklist will also be offered. The Board of Trustees agreed to give its support as a co-sponsor of Diversity Month. The DVD rental collection project will be implemented in October. Ms. Loud recommended that we eliminate mailing the "first" overdue notices, in order to save postage money. Patrons would only receive a bill for overdue materials and, much later, a final notice.

### Town Day Booth

Again this year, trustees will staff an informational booth on Massachusetts Avenue as part of the Town Day activities on September 13<sup>th</sup>.

### Report of FY2003 Russell Fund Expenditures

Mr. Castiglioni distributed a spreadsheet showing the breakdowns of spending for the Russell Fund in FY2003. All

allocated funds, other than \$309, were spent. Ms. Fennelly made a motion to accept the report; seconded by Ms. Deal. Passed.

#### Approval of FY2003 Russell Fund Report

The trustees read over the report and suggested re-working some sections. Ms. Loud will work on this and then re-submit it.

#### Approval of FY2004 Russell Fund Allocation

The town Treasurer's Department notified Ms. Loud that \$30,000 will be available for FY04. The Children's Department staff proposed a budget of \$30,010 broken down into the following categories: Salary-\$5460, Baby Bundles-\$500, Kindergarten Kits-\$1600, Programs-\$11,000, Materials-\$6450, YA Programs and Materials-\$4400, Supplies-\$600. Ms. Muldoon asked that the Russell Fund Trust agreement be reviewed with the town treasurer to determine if there is a restriction on the amount of money that can be spent from the fund each year. The question arose as to whether the fund's gain or only the interest earned can be counted as "income". Ms. Fennelly made a motion; seconded by Mr. Castiglioni, to approve the budget request pending the resolution of the above question.

#### Discussion of Baby Bundles

Ms. Ruderman made a suggestion that the Baby Bundles mailing include a message and booklist on the topic of postpartum depression. The trustees discussed this as well as the use of the mailing to offer other information on many subjects of interest to new parents. Ms. Deal made a motion; seconded by Ms. Fennelly, to include a more broad-based booklist with the Baby Bundle mailing. Passed.

#### Review of FY2004 Trustee Goals

Mr. Murphy suggested re-wording some of the goals to be more inclusive of the Fox Branch. Much semantic discussion ensued regarding the Robbins Library name and whether it implies the main library and any branches. Ms. Fennelly moved to adopt the amended goals and objectives; seconded by Ms. Radochia. Passed.

#### Review of FY2004 Administrative Goals

Ms. Loud summarized the issues to focus on, including public relations, outreach to senior citizens and the business community, user satisfaction surveys, studying of the collections and teen issues such as college entrance. Mr. Murphy and Ms. Ruderman suggested using updated technologies in the collection and compilation of survey data.

#### Approval of FY2004 Trust Fund Budget Requests

Ms. Muldoon discussed the budget requests from the staff and gave her recommendations for funding and trust fund sources. The trustees approved a budget of \$30,555, including some carryover funds from FY03.

#### Author Program

Sue Miller will be the featured speaker at a program to be held in the library's Community Room on Tuesday, October 28<sup>th</sup> at 7:30 PM.

#### Policy on Tutors

Ms. Loud explained the recent problems with tutors (some of whom are paid) monopolizing the study rooms as well as tutors using the reference room where they can be disturbing to other patrons. She offered several possible solutions as well as survey information from other area libraries. The trustees agreed to reaffirm the enforcement of the two-hour daily limit in the study rooms for any individual tutor and to restrict all other tutoring to the third floor.

### Trustee Committees

Mr. Murphy proposed the creation of three additional trustee standing committees: Planning, Development and Public Relations. For discussion at the September meeting, he asked that each trustee consider a Primary and Secondary area of involvement relative to these committees.

### Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Deal; seconded by Ms. Muldoon. The next meeting will be held at Tuesday, September 9<sup>th</sup> at 7:15PM.

Respectfully submitted,

Cynthia Diminture